

THE CITY

Centrally located in California's San Joaquin Valley, Lodi is an agricultural community with a population of 65,000. The Lodi Area is well known for its grape and wine industry. Lodi has excellent park facilities, good schools, a closely located zoo and several golf courses. Lodi is located 90 miles east of San Francisco and 34 miles south of Sacramento.

ABOUT THE POSITION

Under policy direction of the City Council the City Clerk plans, organizes, coordinates and directs the operations of the City Clerk's Division; serves as Clerk to the City Council and Secretary of other associated municipal boards. administers municipal elections; provides policy guidance and expert professional assistance to City departments and the citizens of the community in areas of responsibility.

This position is responsible for the assembly of City Council meeting agendas, packets and preparation of minutes; the custody, maintenance and indexing of official city records; the enforcement of laws pertaining to public records; administer a variety of legal proceedings, and performs other related duties as required. Must be willing to attend meetings outside of normal working hours.

THE IDEAL CANDIDATE

The ideal candidate will possess the following knowledge, skills, and abilities:

- Skilled administrator who can manage a variety of diverse functions pertaining to local government including the conduct of municipal elections.
- Recognizes the importance of support services to City operations and has a strong service orientation.
- Demonstrates a strong commitment to local government, the community, and the City's management team.
- Possesses strong organizational skills and a hands-on approach.
- Team player with a keen awareness of the importance of developing and maintaining effective working relationships with other City departments.

Knowledge of:

- ♦ Principles and practices of administrative management, including records management and systems analysis and implementation.
- ♦ General understanding of laws and state statutes pertaining to local government.
- ♦ Ordinances and codes pertaining to records management, City Council appeals, and the Brown Act.
- ♦ Administrative principles and methods including goal setting, program development and implementation, budgeting, staffing, and work standards development.
- ♦ Principles and practices of effective employee supervision and department-level management.

Ability to:

- ♦ Plan, organize, assign, direct, review and evaluate departmental staff and activities.
- ♦ Supervise and participate in the preparation of minutes and other documents; direct the publication, filing, indexing, and safe keeping of all proceedings of the council.
- ♦ Select, motivate, and evaluate staff and provide for their training and professional development.
- ♦ Analyze and interpret complex legal documents, contracts, administrative procedures and regulations.
- ♦ Develop and implement goals, objectives, policies, procedures, and internal controls.
- ♦ Plan, organize, and coordinate effective municipal elections. Prepare and present organized and accurate oral reports.
- ♦ Establish and maintain effective working relationships with City departments, City Council, private entities citizen groups, and the public.
- ♦ Train, motivate, evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies.

MINIMUM QUALIFICATIONS

Education

Equivalent to a Bachelors Degree from an accredited college or university in public administration or a related field.

Experience

Three (3) years of progressively responsible administrative experience. Additional responsible administrative experience with a municipal agency may be substituted for the required education on a year-for-year basis up to a maximum of two years of College Education.

Desirable Qualifications

Experience as a City Clerk or Deputy City Clerk and Certification as a Municipal Clerk is highly desirable.

SELECTION PROCESS

The most qualified candidates, as determined by initial screening of resumes and/or applications will receive an invitation to the testing process. The testing process may consist of an oral interview and written exercise. The City of Lodi reserves the right to change the testing process or alter the selection process to meet the needs of the City.

TENTATIVE RECRUITMENT SCHEDULE

6/9/06 - 7/7/06	Accepting Applications
Week of 7/10/06	Review of Resumes
Week of 7/31/06	Oral Interviews
Week of 8/21/06	Selection Interviews

**Please submit
resumes and/or applications to:**

**City of Lodi-Human Resources Division
221 W. Pine Street
Lodi, CA 95240**

CITY EMPLOYMENT

COMPENSATION & BENEFITS

- **Salary Range:** \$5,932 to \$7,210 (Approximate)
- **Medical:** The City provides share of cost coverage for employees and eligible dependents.
- **Dental and Vision:** The City provides a dental and vision care plan, with a small deductible for employees and eligible dependents.
- **Public Employees Retirement System (PERS):** The City provides 2% @ 55 retirement formula and also contributes the 7% employee contribution to the retirement system. The City does not participate in Social Security.
- **Life Insurance:** The City provides life insurance up to two times the annual salary.
- **Long-Term Disability:** The City provides coverage for the employee.
- **Holidays:** Four (4) floating and nine and one-half (9-1/2) fixed holidays per year.
- **Sick Leave:** Twelve (12) days per year, with unlimited accumulation.
- **Vacation:** Ten (10) to twenty (20) days per year depending on years of service
- **Administrative Leave:** Employees will be given 80 hours of administrative leave per calendar year.
- **Deferred Compensation:** Up to \$15,000 annually may be deferred at the option of the employee. The City will also match up to 3% of the employee's salary.
- **Flexible Spending Account:** Employees may elect to participate in three options.

The City of Lodi is an equal opportunity employer and is committed to a policy of fair employment practices regardless of race, color, ancestry, national origin, religion, sex or sexual orientation, marital status, age, mental or physical disability or perceived disability, medical condition, pregnancy, political affiliation or belief, or other unlawful discrimination.

In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the City of Lodi provides reasonable accommodation for qualified individuals with disabilities. Individuals with disabilities requiring accommodations must contact the Human Resources Division upon application submittal to confirm the request. All qualified individuals are encouraged to apply for employment with the City of Lodi.

City of Lodi is authorized and required by the state of California to access state and local criminal history as part of the testing process. This process can be completed by initial fingerprinting and/or a full Background investigation.

Conditional job offers are subject to successful completion of a drug screen and/or physical. Candidates should not quit or give notice to their current employer until final notification has been awarded by the Human Resources Division.



City of Lodi



*welcomes resumes and
applications for the
position of:*

City Clerk

Monthly Salary: \$5,932 - \$7,210

Final Filing Date: July 7, 2006

